



Annexation

Step 1: Application

Pre-Application Meeting. Prior to the intended filing, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. The legal descriptions for the petition may be reviewed at this time.

Making Application. The applicant must make an appointment with Staff to file by calling (317) 881-8698. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Items Required for a Complete Application:

- ☐ **Application Fee.** \$300 base fee (includes \$15 technology fee), plus \$5 per acre, plus \$16 for each On-Site Notification Sign (one per street frontage). Make checks payable to the "City of Greenwood".
- ☐ **Application Form.** All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- ☐ **Attachment A:** Detailed Statement of Reasons.
- ☐ **Attachment D:** Affidavit and Consent of Property Owner. (Submit only if the owner is different from the applicant.)
- ☐ **Proposed Commitments.** Submit one copy of any proposed commitments associated with the petition.
- ☐ **Legal Description and Legal Exhibit Drawing.** A written legal description and legal exhibit drawing showing dimensions of the entire annexation area is required. If requesting more than one zoning district, a separate legal description must be provided for each zoning district requested. The legal exhibit drawing shall show all of the requested zoning districts.
- ☐ **Vicinity Map.** 8 ½"x11" in size showing where the property is located, making sure major streets are labeled. Scale should be approximately 1:1,000.
- ☐ **Concept Plan.** 11" x 17" or smaller in size showing the existing structures, proposed structures, streets, land uses, etc., of the proposed development.
- ☐ **Aerial Map and List of Adjacent Property Owners.** Submit a photographic Aerial Map of the subject parcel showing all properties within 300 feet and a list of all surrounding property owners whose property is within two parcels or 300 feet of any portion of the subject land in this petition (whichever is greater). Map and list will become part of the file and will not be returned. The map and names can be obtained from the Johnson County GIS Department in the Courthouse Annex at 86 West Court Street in Franklin (317) 346-4398 or from <http://beacon.schneidercorp.com/>.

Step 2: Notifying the Public

State Law and Greenwood's Rules of Procedure require you to notify the public of the hearing in three different ways: by newspaper, by posting a sign on the subject property, and by notifying property owners that surround the subject property.

Notification by Newspaper

1. Attachment B: Notice of Public Hearing for Newspapers. At the application meeting, Staff will complete the attachment.
2. Publish the completed attachment one time in the following newspaper:

The Daily Journal. Published daily. Information must be submitted by 10:00am at least two days prior to the date you want your ad to be published. They are located at 30 N Water St, Second Floor, Ste A, PO Box 699, Franklin, Indiana, 46131. Phone (317) 736-7101.

Notice must be published **At least 15 days** prior to the Hearing. Failure to meet the publishing deadline will result in a continuance of the hearing for your petition and may cause you to re-advertise. Obtain a "Proof-of-Publication" affidavit from the Daily Journal. This affidavit must be filed in the Planning Office at least three days prior to the hearing (see Application Schedule on page 3).

On-Site Notification

The On-Site Notification Sign(s) must be posted on-site 15 days prior to the hearing. Post the sign so that it is visible from the street. If the sign should become damaged/removed, replacement signs may be purchased at the Planning Office or a waiver may be requested from the Commission at the time of the hearing (contact Staff for information).

Surrounding Property Owner Notification

1. Attachment C: Notice of Public Hearing for Surrounding Property Owners. At the application meeting, Staff will complete the attachment.
2. The Petitioner must notify all surrounding property owners within 300 feet or two properties in depth of the subject property, whichever is greater. If the petitioner owns adjacent parcels, then go 300 feet or two properties beyond those parcels. Notification can be done either by mail or in person.

- a. **By Mail**. Notification by first class U.S. Mail should be done by either Certificate of Mailing or Certified Mail. Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office.

Certified Mail or "green cards" provide the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.

All letters must be postmarked at least 15 days prior to the hearing. Proof of mailing must be submitted to the Planning Office at least three days prior to the hearing. Mail the following information to each person notified by mail:

- ☐ A copy of the approved Attachment C
- ☐ Attachment A
- ☐ Annexation area map, legal description and proposed commitments.

- b. **In Person**. Have each property owner sign Form 1: Signatures of Adjacent Property Owners to verify that they were notified in person. Form 1 must be submitted to the Planning Office at least three days prior to the hearing. Hand-deliver the following to each surrounding property owner at least 15 days prior to the hearing:

- ☐ A copy of the approved Attachment C
 - ☐ Attachment A
 - ☐ Annexation area map, legal description and proposed commitments.
-

Step 3: Staff Report, Public Hearing and Application Schedule

Staff Report

After an examination of information in the public record and findings from additional research, Staff shall publish a Staff Report that provides an analysis of the petition request. Such report shall be published along with the agenda approximately five days prior to the hearing.

Public Hearing

The Commission shall follow its adopted Rules of Procedure for the hearing, a copy of which is available at the Planning Office. Public hearings of the Plan Commission are generally held on the second and fourth Monday of each month in the Common Council Chambers at the Greenwood City Center, 300 S Madison Avenue, Greenwood, Indiana, 46142.

When your request comes up on the agenda, you must present your request to the Commission. You may represent yourself or have a consultant or attorney represent you. You may use any evidence that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public hearing, the Commission will vote on your petition. The Commission may include commitments on a zone map change request as part of its decision.

Application Schedule

The following table depicts the deadlines for petitions before the Plan Commission. Deviations from this schedule are not permitted without approval from the Commission.

2017 Greenwood Advisory Plan Commission Annexation and Rezoning <i>7:00pm in the City Council Chambers of the Greenwood City Center</i>				
Hearing Date	Application Submittal	Public Notice	Agendas Distributed	Submit Proof of Public Notice
January 9	December 9, 2016	December 25, 2016	January 4	January 6
January 23	December 22, 2016	January 8	January 18	January 20
February 13	January 13	January 29	February 8	February 10
February 27	January 27	February 12	February 22	February 24
March 27	February 24	March 12	March 22	March 24
April 10	March 10	March 26	April 5	April 7
April 24	March 24	April 9	April 19	April 21
May 8	April 7	April 23	May 3	May 5
May 22	April 21	May 7	May 17	May 19
June 26	May 26	June 11	June 21	June 23
July 10	June 9	June 25	July 5	July 7
July 24	June 23	July 9	July 19	July 21
August 14	July 14	July 30	August 9	August 11
August 28	July 28	August 13	August 17	August 25
September 25	August 26	September 10	September 20	September 22
October 9	September 8	September 24	October 4	October 6
October 23	September 22	October 8	October 18	October 20
November 13	October 13	October 29	November 8	November 10
November 27	October 27	November 12	November 22	November 24

Step 4: Petition Information (Completed by Staff at the Time of Application)

The Docket Number for this petition is _____. Please use this number for referencing the request and when submitting additional information in the future.

This petition will be heard by the Commission on _____. The meeting starts at 7:00 pm in the Common Council Chambers of the Greenwood City Center, 300 S Madison Avenue, Greenwood, Indiana 46142.

Public Notification is required, _____ is the latest date to

- Publish legal notice in the Daily Journal
- Post On-Site Notification Sign
- Postmark letters of notice to surrounding property owners by mail

The Staff Report and Agenda for this petition will be published on approximately _____.

Public Notification is required, _____ is the latest date to submit:

- Proof-of-Publication from the newspaper
- Form 1: List of Signatures of Adjacent Property Owners Notified in Person (if applicable)
- Form 2: List of Adjacent Property Owners Notified by Accountable Mail (if applicable) and Proof of Mailing
- Form 3: Affidavit of Notification

What Happens Next?

The petition will be forwarded to the Common Council, who will introduce the petition, have two subsequent readings, a public hearing, and make the final decision. Check with the Clerk's Office at (317) 888-2100 for meeting times and dates. Note that written commitments will need to be recorded prior to filing for Primary Subdivision or Site Development Plans.

CITY OF GREENWOOD
DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES
PLANNING DIVISION
300 S Madison Avenue, 2nd Floor, Greenwood, IN 46142
Phone: (317) 881-8698 * Fax: (317) 887-5616
E-Mail: planning@greenwood.in.gov
Website: www.greenwood.in.gov



City of Greenwood Plan Commission

Petition

For Office Use Only			
Docket #			
Filing Date		Fee	
PC Date		PN Date	

1. Petitioner

Name

Street Address

City, State, Zip

Primary Contact Person regarding this petition

Phone

Fax

E-Mail

2. Property Owner

Name

Street Address

City, State, Zip

Phone

Fax

E-Mail

Applicant is (circle one): ___ Sole owner ___ Joint Owner ___ Tenant ___ Agent ___ Other (specify)

3. Type of Petition

- | | |
|--|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Residential Site Plan Approval |
| <input type="checkbox"/> Zone Map Change (Rezoning) | <input type="checkbox"/> Plat Vacation Approval |
| <input type="checkbox"/> Primary Plat Approval | <input type="checkbox"/> Change in Commitments |
| <input type="checkbox"/> Secondary Plat Approval | <input type="checkbox"/> Type Two LAP |
| <input type="checkbox"/> Final Plat Change Approval | <input type="checkbox"/> Comp Plan Amendment (City Only) |
| <input type="checkbox"/> Commercial Site Plan Approval | <input type="checkbox"/> Ordinance Text Amendment (City Only) |

4. Premises Affected

Address, Subdivision Lot Number, or location from major streets

Total Acreage		Existing Zoning:		Existing Use	
Total Lots		Proposed Zoning:		Proposed Use:	

5. Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant

Notary Public's Name (printed)

Signature of Notary

My Commission Expires

State

County

Subscribed and sworn to before me this _____ day of _____, _____



Greenwood Plan Commission
Attachment A: Detailed Statement of Reasons for Zone Map Change

Project _____ Docket _____

Petition Information

What is the purpose of this request?

What is the proposed development for this property?

Statutory Criteria

This request complies with the Comprehensive Plan in the following way(s):



City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment B: Notice of Public Hearing for Newspapers

All legal notices MUST be reviewed by Staff BEFORE it is published in the newspapers.

ATTACH: Legal Description

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, Greenwood, Indiana, and legally described by the attached legal description, have filed a petition before the (*check the applicable body*)

- ☐ Plan Commission of the City of Greenwood, ☐ Board of Zoning Appeals for the City of Greenwood,

which petition requests: (*check the applicable request and provide necessary information*)

- ☐ **Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- ☐ **Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- ☐ **Change Commitments for the property.**
- ☐ **Residential Site Development Plan** for a Mobile Home Park.
- ☐ **Primary Subdivision** of the said property for a development with _____ lots, to be known as _____.
- ☐ **Plat Vacation** of _____ subdivision with _____ lots.
- ☐ **Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.
- ☐ **Dimensional Variance** for the said property in order to _____.
- ☐ **Special Exception** for the said property to allow property that is zoned _____ to be used for _____.

This petition, Docket # _____, will come for hearing at _____ pm in the Common Council Chambers at the Greenwood City Building, 300 South Madison Avenue, Greenwood, Indiana, on _____.

A copy of the petition is on file in the Office of the Department of Community Development Services, 300 S. Madison Avenue, Greenwood, Indiana, and is available for inspection before the hearing during business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Written objections filed with the Planning Director before the hearing will be considered and oral comments concerning the petition will be heard. The hearing may be continued from time to time as may be found necessary.

In accordance with the American with Disabilities Act, the City of Greenwood is required to provide reasonable accommodations to persons with disabilities wishing to attend public meetings. Accommodations are available upon request to persons with disabilities who require alternately formatted materials, auxiliary aids, or reasonable modifications to policies and procedures to ensure effective communication and access to the public meetings. If you require accommodation to attend the meeting, please contact Daniel Johnston, Public Access ADA Coordinator, at 300 S. Madison Avenue, Greenwood, Indiana 46142, Tel: (317) 887-5000, Fax: (317) 887-5616, or contact Telecommunications Relay Services (TRS) at 711 to relay your request to Mr. Johnston. Please allow at least two business days to arrange for accommodations.

APPLICANTS PRINTED NAME



City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment C: Notice of Public Hearing for Property Owners

All legal notices MUST be reviewed by Staff BEFORE it is published in the newspapers.

ATTACH: 1) Legal Description, 2) Site/Concept Plan, 3) Attachment A (if applicable)

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, Greenwood, Indiana, and legally described by the attached legal description, have filed a petition before the (*check the applicable body*)

☐ Plan Commission of the City of Greenwood, ☐ Board of Zoning Appeals for the City of Greenwood,

which petition requests: (*check the applicable request and provide necessary information*)

☐ **Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.

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☐ **Change Commitments for the property.**

☐ **Residential Site Development Plan** for a Mobile Home Park.

☐ **Primary Subdivision** of the said property for a development with _____ lots, to be known as _____.

☐ **Plat Vacation** of _____ subdivision with _____ lots.

☐ **Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.

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APPLICANTS PRINTED NAME

This request complies with the current conditions and the character of current structures and uses in each district in the following way(s):

The request is for the most desirable use for which the land in this district is adapted. Describe:

This request will not negatively affect the property values throughout Greenwood because:

This request is considered responsible development and growth because:



City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment D: Affidavit & Consent of Owner

Project _____ Docket _____

Complete and submit if applicant is different from property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____
(ADDRESS)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____

County of Residence: _____